

BRUSSELS, Feb 2022

Student placement: Digital skills projects

Name of organisation	DIGITALEUROPE AISBL
Brief description of the organisation	<p>DIGITALEUROPE is the leading trade association representing digitally transforming industries in Europe.</p> <p>We stand for a regulatory environment that enables European businesses and citizens to prosper from digital technologies. We wish Europe to grow, attract and sustain the world's best digital talents and technology companies.</p> <p>Together with our members, we shape the industry policy positions on all relevant legislative matters and contribute to the development and implementation of relevant EU policies. Our membership represents over 36,000 businesses who operate and invest in Europe. It includes 91 corporations which are global leaders in their field of activity, as well as 39 national trade associations from across Europe.</p>
Website	www.digitaleurope.org
Placement job title	Projects Support student placement
Placement job description, e.g. the student's responsibilities whilst on placement	<ul style="list-style-type: none"> • Overall support to the Projects team with project communication, stakeholder engagement, research and administration. • Organisation of events, meetings, agendas, and presentations. • Drafting reports and newsletter articles. • Conducting desk research on topics related to digital skills, education and other topics related to projects. • Support administration with timesheets and other administrative documents, task management and budget updates. • Communicate with consortium members on project related tasks.

	<ul style="list-style-type: none"> Execute social media tasks.
Details of training and supervision	You will join a growing and dynamic team of 40 and will get hands-on training by staff. Your work will be supervised by a Project Manager supported by the full project team. We follow the Government's COVID rules, which means that periods of working from home might apply.
Opportunities for the student to practice the foreign language skills	The working language is English, but there are plenty of opportunities to practice French and other languages spoken in the multicultural Brussels environment
Placement Dates and Duration	From 1 September 2022 (flexible) for 11 months
Nationality restrictions or visa requirements if outside of the EU	Only EU nationals or students who have the necessary paperwork in place to legally take a placement in Belgium will be considered.
Remuneration	Paid internship (in addition to any possible funding received from your sending university).
Type of placement student you'd like to recruit	<ul style="list-style-type: none"> Business administration, Communications or Political Science student with strong interest in administration, project management and communications skills. You are very organised, have a natural sense of structure and time estimation. You are hands-on, highly motivated, friendly and approachable. You have good editing and proof-reading skills. You have strong analytical skills, attention to detail and a results-driven mindset. You can conduct desk research and contribute information to policy papers on digital skills and jobs.
How to apply for the placement	Send your application titled 'Placement position – Projects' to the attention of Helena Lovegrove via this link
Deadline for applications	20 April 2022
Recruitment process	Short listed candidates will be interviewed during March and April via MS Teams. Second interviews to potentially include a task.

About DIGITALEUROPE

DIGITALEUROPE represents the digital technology industry in Europe. Our members include some of the world's largest IT, telecoms and consumer electronics companies and national associations from every part of Europe. DIGITALEUROPE wants European businesses and citizens to benefit fully from digital technologies and for Europe to grow, attract and sustain the world's best digital technology companies. DIGITALEUROPE ensures industry participation in the development and implementation of EU policies.

DIGITALEUROPE Membership

Corporate Members

Accenture, Airbus, Amazon, AMD, Apple, Arçelik, Assent, Atos, Autodesk, Banco Santander, Bayer, Bida, Bosch, Bose, Bristol-Myers Squibb, Brother, Canon, Cisco, Danfoss, Dassault Systèmes, DATEV, Dell, Eli Lilly and Company, Epson, Ericsson, ESET, EY, Facebook, Fujitsu, GlaxoSmithKline, Global Knowledge, Google, Graphcore, Hewlett Packard Enterprise, Hitachi, HP Inc., HSBC, Huawei, Intel, Johnson & Johnson, Johnson Controls International, JVC Kenwood Group, Konica Minolta, Kry, Kyocera, Lenovo, Lexmark, LG Electronics, Mastercard, Microsoft, Mitsubishi Electric Europe, Motorola Solutions, MSD Europe Inc., NEC, Nemetschek, NetApp, Nokia, Nvidia Ltd., Oki, OPPO, Oracle, Palo Alto Networks, Panasonic Europe, Philips, Pioneer, Qualcomm, Red Hat, ResMed, Ricoh, Roche, Rockwell Automation, Samsung, SAP, SAS, Schneider Electric, Sharp Electronics, Siemens, Siemens Healthineers, Sky CP, Sony, Sopra Steria, Swatch Group, Technicolor, Texas Instruments, TikTok, Toshiba, TP Vision, UnitedHealth Group, Visa, Vivo, VMware, Waymo, Workday, Xerox, Xiaomi, Zoom.

National Trade Associations

Austria: IOÖ	Germany: bitkom, ZVEI	Romania: ANIS
Belgium: AGORIA	Greece: SEPE	Slovakia: ITAS
Croatia: Croatian Chamber of Economy	Hungary: IVSZ	Slovenia: ICT Association of Slovenia at CCIS
Cyprus: CITEA	Ireland: Technology Ireland	Spain: AMETIC
Czech Republic: AAVIT	Italy: Anitec-Assinform	Sweden: TechSverige, Teknikföretagen
Denmark: DI Digital, IT BRANCHEN, Dansk Erhverv	Lithuania: Infobalt	Switzerland: SWICO
Estonia: ITL	Luxembourg: APSI	Turkey: Digital Turkey Platform, ECID
Finland: TIF	Moldova: ATIC	United Kingdom: techUK
France: AFNUM, SECIMAVI, numeum	Netherlands: NLdigital, FIAR	
	Norway: Abelia	
	Poland: KIGEIT, PIIT, ZIPSEE	
	Portugal: AGEFE	